RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Epidemiology Resource Center. Vector-Borne Disease Division.

Agency: Health, Department of		Division: Epidemiology Resource Center	
ITEM NO.	**RECORD SERIES**	**TITLE/DESCRIPTION** *(This Retention Schedule is approved on a space-available basis)*	**RETENTION PERIOD**
1	2007-34	**WEST NILE DEAD BIRD SUBMISSION** Records from a closed program testing for West Nile Virus in dead or diseased Indiana birds. All information has been entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all information submitted is no longer required.
2	2007-35	**MOSQUITO COLLECTIONS FOR VIRUS DETECTION** Documents Indiana county name, date(s), and collection method. All information is entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all information submitted is no longer required.
3	80-714	**ABROVIRUS SURVEILLANCE DATA** This consists of raw research data concerning a closed project to band birds and test for a virus. All information has been entered into a shared database with the U.S. Centers for Disease Control and Prevention, as well as maintained within the ISDH.	DELETE/DESTROY after the U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION formally instructs the STATE DEPARTMENT OF HEALTH that all submitted information is no longer required.
4	80-716	**TECHNICAL MATERIAL** A typical record consists of procedural material developed by the agency for how to conduct investigations of arthropod infestations and other vector-borne diseases. These procedures are compiled from numerous sources, used daily and updated when needed.	DESTROY when outdated or replaced.

Approved by the Indiana Oversight Committee on Public Records